

**University of Otago Medical School**  
**MB ChB Population Health and Epidemiology Sub-Committee**  
**Terms of Reference**

**Purpose / Whāinga**

The MB Population Health and Epidemiology (PHESC) Sub-Committee oversees a coordinated population health and epidemiology curriculum throughout the MB ChB programme.

**Relationships / Hononga**

The sub-committee is responsible to, and reports to, the MB ChB Curriculum Committee (MCC).

The sub-committee liaises with the MB ChB Programme Director, Deans/Associate Deans and module conveners at each site and with the Otago Medical School Manager as required.

The sub-committee liaises with other sub-committees as required.

The sub-committee has authority to:

Oversee, propose and monitor learning outcomes, learning opportunities, learning resources and assessments as they relate to population health and epidemiology.

Represent the MB ChB programme in matters related to population health and epidemiology in relationships with District Health Board groups and other relevant education providers.

Request information and advice from other sub-committees and from Associate Deans Medical Education and module conveners as required to fulfil the sub-committee's roles and functions.

**Functions and tasks / Mahi**

1. Propose and develop (including refining, reviewing and updating) population health and epidemiology learning outcomes and their optimal staging and levels of learning within the MB ChB programme, in liaison with the Curriculum Map Academic Lead.
2. Work with the MB ChB Curriculum Committee and other sub-committees to ensure population health and epidemiology content is integrated in a coordinated manner within the overall MB ChB curriculum.

3. Liaise with other domain sub-committees to agree on curriculum outcomes of shared relevance.
4. Oversee and monitor population health and epidemiology learning opportunities across the MB ChB programme in liaison with the relevant curriculum sub-committees.
5. Oversee and monitor assessment of population health and epidemiology across the MB ChB programme in liaison with the MB ChB Assessment Sub-Committee.
6. Make regular reports and recommendations to the MB ChB Curriculum Committee.

### **Membership / Whakaurunga**

- Specialist conveners from each School, or subject representatives from each School and the Health Sciences First Year course
- A representative Associate Dean Medical Education as required
- A representative Associate Dean Pacific
- Other persons with specific responsibilities or expertise in the field as required
- An Education Adviser

*Invited members (welcome but not expected to attend all meetings, to receive all documents but not counted in quorum)*

- MB ChB Programme Director

The convener will be appointed by the MB ChB Curriculum Committee convener and will represent the sub-committee as a member of the MB ChB Curriculum Committee, and on other committees as required.

As agreed with the Otago University Medical Students' Association, instead of student representation on this sub-committee, students' views are conveyed through their membership of school/campus curriculum sub-committees and the MB ChB Curriculum Committee.

### **Working methods / Huarahi whakatutuki**

The sub-committee will meet regularly during the year, primarily by video or audio conference as preferred by the membership, but at least two meetings each year should be face to face.

Quorum will comprise half the sub-committee, including at least one representative from each campus. Each individual committee member will be counted for quorum and voting by the role/s held. If quorum cannot be reached, the convener has discretion to proceed with informal meetings.

With the convener's prior permission, a nominee may attend for a committee member to ensure representation of a specific role, subject to meeting the committee's need for balance of skills and continuity of attendance.

When appropriate, a report of key points from each meeting will be provided to the MB ChB Curriculum Committee, including issues requiring consultation with other committees.

The sub-committee will develop and regularly review a schedule of goals and priorities, and review its membership and terms of reference annually.

The sub-committee will be supported by arrangement with the Otago Medical School central administration.

Dates for the following year should be provided to the Otago Medical School central administration for inclusion on the central meeting schedule by 1 December.

## Appendix 1

### Current membership / Rārangi kaiwhakauru

Name	Committee membership status
Dr Phil Hider	Public Health Co-convener, University of Otago, Christchurch (Convener)
Dr Sue Crengle, Associate Professor Bob Hancox	Public Health / Evidence-Based Medicine Convener, Early Learning in Medicine
Dr Susan Jack	Public Health Convener, Dunedin School of Medicine
Dr Amanda D'Souza	Public Health Convener, University of Otago, Wellington
Dr Helen Harcombe	Co-convener, POPH192
Associate Professor Tai Sopoaga	Associate Dean Pacific
Jen Desrosiers	Other persons with specific responsibilities or expertise in the field as required
Joy Rudland	Education Adviser

### Invited member

Professor Tim Wilkinson	MB ChB Programme Director
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Membership amended January 2019

## Appendix 2. Delegations and authorities

	OMS level		MCC and subcommittees									
	OMS exec	OMS academic board	MCC	ALM csc	ELM csc	Campus csc	Map sc	Domain sc	MASC	MEREC	Admissions	eLICIT
<b>Strategy</b>	Review & endorse		Define and lead									
<b>Admissions</b>			Determine and direct								Recommend and implement	
<b>Learning outcomes</b>		Approve significant changes	Determine and direct	Ensure distribution across modules in ALM	Ensure distribution across modules in ELM	Ensure distribution / coordination across modules in campus	Moderate & recommend content and staging	Propose learning outcomes and staging				Support
<b>opportunities</b>		Approve significant changes	Delegate & approve	Determine & direct distribution / coordination across modules, and provision of equivalence across campuses	Determine & direct distribution / coordination across modules in ELM	Ensure distribution / coordination across modules in campus		Oversee / monitor				Create / enable
<b>assessment</b>		Approve significant changes	Determine & approve	Oversee	Ensure distribution across modules in ELM	Ensure distribution / coordination across modules in campus		Oversee / monitor	Recommend & direct			Support
<b>Curriculum structure</b>		Approve significant changes	Determine and direct	Design within ALM	Design within ELM	Recommend and oversee implementation						
<b>Course evaluation/QA</b>			Determine and direct	Respond	Implement and respond	Implement and respond			Recommend, Implement and respond	Recommend, implement & synthesise		Support
<b>Staff support</b>	Direct		Determine and recommend									Education support
<b>Student support</b>	Direct		Recommend									
<b>Resources</b>	Provide		Recommend									

Where any cell is blank, a committee can suggest/contribute